

***-JOB POSTING NOTICE (EOE)-***

CLOSING DATE: 01/16/14 (4:30 PM)

STATE JOB TITLE: CORRECTIONAL OFFICER II			STATE JOB CLASS: JD35	
BAND: 04	SALARY RANGE	\$ 025627 - \$ 047413	SPECIAL INCENTIVE: NO	
LEVEL: B	SALARY RANGE	\$ 026658 - \$ 042203	SCEIS POSITION #:	61017661

DESCRIPTION OF DUTIES:

SUPERVISES AND DIRECTS OPERATIONS SECTION OF INSTITUTION. ENSURES THAT COUNTS ARE CONDUCTED AND COUNT SHEETS ARE ACCURATE. SUPERVISES HOUSING ASSIGNMENTS, OUT COUNTS AND TRANSPORTATION. MAINTAINS AN ADEQUATE STAFF TO CARRY OUT ASSIGNED MISSIONS. INSURES THAT INMATES ARE SCHEDULED FOR BUS SYSTEM AND TRANSPORTED AS REQUIRED. SUPERVISES IN/OUT PROCESSING, INCLUDING SEARCHES AND INVENTORIES AS REQUIRED. ACTS AS A BACKUP TO THE SHIFT SUPERVISOR IN AN EMERGENCY; MAINTAINS SAFETY OF PUBLIC, EMPLOYEES, INMATES AND PROPERTY WHILE ON DUTY. PERFORMS OTHER OPERATIONAL RELATED DUTIES WHILE ON DUTY, SUCH AS KEY CONTROL AND ARMORY FUNCTIONS. CONDUCTS ROLL CALL. MONITORS, INSTRUCTS AND COUNSELS OFFICERS REGARDING RULES, REGULATIONS, POLICIES AND PROCEDURES. MAKES SANITATION, SAFETY, AND SECURITY INSPECTIONS OF ALL BUILDINGS AND GROUNDS. INVESTIGATES COMPLAINTS AND REFERS TO APPROPRIATE STAFF AS REQUIRED. SUBMITS REPORTS REGARDING INCIDENTS AS THEY OCCUR. EVALUATES SUBORDINATE OFFICER DUTY PERFORMANCE.

COMMENTS:

SHIFT/SCHEDULE SUBJECT TO CHANGE.